



NATIONAL ENDOWMENT FOR THE

# Humanities

DIVISION OF RESEARCH PROGRAMS

## SUMMER STIPENDS

Deadline: September 29, 2016

Catalog of Federal Domestic Assistance (CFDA) Number: 45.160

Funding Opportunity Number: 20160929-FT

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### Item referred to in this document needed to complete your application:

- ☐ Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

### Type of award

Summer Stipends support continuous full-time work on a humanities project for a period of two months. Successful applicants receive a stipend of \$6,000.

### Questions?

Contact NEH's Division of Research Programs at 202-606-8200 or [stipends@neh.gov](mailto:stipends@neh.gov). Applicants who are deaf or hard of hearing can contact NEH via TDD at 1-866-372-2930.

### Submission via Grants.gov

**All applications to this program must be submitted via Grants.gov.**

We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, since it takes time to process your registration.

### System for Award Management Entity records

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. Awards will not be processed for individuals with

federal debt. To see if you have federal debt recorded in your System for Award Management (SAM) individual record, go to the [SAM website](#); click on “Search Records,” and then on “Advanced Search - Exclusion.”

## I. Program Description

Summer Stipends support individuals pursuing advanced research that is of value to humanities scholars, general audiences, or both.

Eligible projects usually result in articles, monographs, books, digital materials and publications, archaeological site reports, translations, editions, or other scholarly resources.

Summer Stipends support continuous full-time work on a humanities project for a period of two consecutive months.

Summer Stipends support projects at any stage of development.

Summer Stipends are awarded to individual scholars. Organizations are not eligible to apply.

NEH encourages submission of Summer Stipends applications from independent scholars and faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities.

### **Summer Stipends may not be used for**

- projects that seek to promote a particular political, religious, or ideological point of view;
- projects that advocate a particular program of social action;
- specific policy studies;
- research for doctoral dissertations or theses by students enrolled in a degree program;
- the preparation or revision of textbooks;
- curriculum development;
- the development of teaching methods or theories;
- educational or technical impact assessments;
- empirical social science research, unless part of a larger humanities project;

- inventories of collections;
- works in the creative and performing arts (for example, painting, writing fiction or poetry, dance performance, etc.);
- the writing of autobiographies, memoirs, or works of creative nonfiction; or
- the writing of guide books, how-to books, and self-help books.

### **The Common Good: The Humanities in the Public Square**

NEH invites projects related to its new initiative, The Common Good: The Humanities in the Public Square. This initiative seeks to connect the study of the humanities to the current conditions of national life. Many of today's challenges require more than ever the forms of understanding and knowledge represented by the humanities. They require the broadest possible engagement of scholars and the public with the resources of the humanities, including but not limited to the study of language, literature, history, philosophy, comparative religion, and ethics. The study of the humanities can help illuminate the complexity of many contemporary challenges while enriching our understanding of the common good.

Note that the Common Good initiative incorporates the [Standing Together](#) initiative, which encourages projects related to war and military service.

More information about the Common Good initiative is available [here](#).

### **Protecting our cultural heritage**

In response to the destruction of cultural heritage materials worldwide, NEH encourages applications for projects that study, document, or create digital representations of lost or imperiled cultural heritage materials. Proposed projects should be based on scholarly work and follow standards and best practices. Projects must demonstrate the capacity to be sustained and must be widely accessible to the public. For more information click [here](#).

The Summer Stipends program will give equal consideration to all applications in accordance with the program's evaluation criteria, whether or not they respond to the Common Good initiative or the Standing Together initiative or focus on lost or imperiled cultural heritage materials.

### **Providing access to grant products**

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH grant products. For the Summer Stipends program, such products may include digital resources, websites, and the like. For projects that lead to the development of websites, all other considerations being equal, NEH

gives preference to those that provide free access to the public. Detailed guidance on access and dissemination matters can be found in Section IV, Final product and dissemination, below.

## **II. Award Information**

Summer Stipends provide \$6,000 for two consecutive months of full-time research and writing. Recipients must work full-time on their projects for these two months and may hold other research grants supporting the same project during this time. Summer Stipends normally support work carried out during the summer months, but arrangements can be made for other times of the year.

If you have questions, contact the Summer Stipends staff at [stipends@neh.gov](mailto:stipends@neh.gov).

### **Cost sharing and indirect costs**

NEH Summer Stipends are awarded to individuals, not to institutions. They do not require cost sharing and do not include indirect costs.

## **III. Eligibility**

The Summer Stipends program accepts applications only from individual researchers, teachers, and writers, whether they have an institutional affiliation or not. Applicants with college or university affiliations must, however, be nominated by their institutions. (See the “Nomination of college and university faculty” section, below.)

Organizations are not eligible to apply for Summer Stipends.

### **Formal education**

All applicants must have completed their formal education by the application deadline. While applicants need not have advanced degrees, individuals currently enrolled in a degree-granting program are ineligible to apply. Applicants who have satisfied all the requirements for a degree and are awaiting its conferral may apply, but such applicants need a letter from the dean of the conferring school, attesting to the applicant’s status as of September 29, 2016. This letter must be received by the Summer Stipends program by October 20, 2016. You may fax the letter to the program at 202-606-8204; alternatively, you may include a PDF version of the signed letter as an attachment to an e-mail message sent to [stipends@neh.gov](mailto:stipends@neh.gov).

### **Citizenship**

U.S. citizens, whether they reside inside or outside the United States, are eligible to apply. Foreign nationals who have been living in the United States or its jurisdictions for at least the three years immediately preceding the application deadline are also eligible.

### **Recent grants and fellowships held by the applicant**

Individuals who have either held or been awarded a major fellowship or research grant or its equivalent within the three academic years prior to the deadline are eligible. Everything else

being equal, though, the program will give preference to applicants who have not received such support. A “major fellowship or research grant” is a postdoctoral research award that provides a stipend of at least \$15,000. Sabbaticals and grants from an individual’s own institution and stipends and grants from other sources supporting study and research during the summer are not considered major fellowships. If you have received **any** fellowships or research grants within the three years prior to the deadline, please indicate on your résumé the total amount of each award or grant. If you fail to do so, your application may be disqualified.

### **Previously supported projects**

Individuals who have previously received Summer Stipends may apply to support a new stage of their projects. These applications do not receive special consideration and will be judged by the same criteria as others in the competition. However, NEH will ask evaluators to review the accomplishments from the prior Summer Stipends award and determine if the project warrants additional support.

### **Nomination of college and university faculty**

Faculty members teaching full-time at colleges or universities must be nominated by their institutions to apply for a Summer Stipend. Once faculty members are nominated by their institutions, they may submit their applications via Grants.gov. Each college and university in the United States and its jurisdictions may nominate two faculty members. Any faculty member is eligible for nomination.

NEH is not responsible for the nomination procedures established by any educational institution; prospective applicants should become familiar with their institution’s nomination procedures before the September 29 application deadline. Each institution must designate a nominating official, usually an academic vice president or dean. NEH expects nominating officials to announce the selection procedures to all prospective applicants and to conduct fair and open competitions to select their institutions’ nominees. If you are nominated, your nominating official will receive an e-mail message soon after the application deadline, asking for confirmation of your status as one of your institution’s nominees. Confirmation must be submitted online no later than October 20, 2016.

### **Applicants exempt from nomination**

The following individuals may apply without a nomination:

- independent scholars not affiliated with a college or university;
- college or university staff members who are not faculty members and will not be teaching during the academic year preceding the award tenure;
- emeritus faculty; and
- adjunct faculty, part-time faculty, and applicants with academic appointments that terminate by the summer of the award tenure.

## Collaborative projects

The NEH Summer Stipends program is designed for individual researchers. Awards may not be divided. If you are seeking funding for more than one participant in a collaborative project, each person seeking funding must submit a separate application specifying the individual contribution. Panelists will be asked to evaluate each application on its own merits. Each application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Applicants who are seeking funding only for themselves but who are working as part of a collaborative team are also eligible. In this case, too, the application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Applicants proposing to work together may wish to apply instead or in addition for an NEH [Collaborative Research](#) grant.

## Multiple applications

Applicants may compete concurrently in the following NEH programs for individual scholars in a given year:

- [Public Scholar Program](#);
- [Awards for Faculty at Hispanic-Serving Institutions](#), [Historically Black Colleges and Universities](#), and [Tribal Colleges and Universities](#);
- [Fellowships](#);
- [NEH-Mellon Fellowships for Digital Publication](#);
- [Summer Stipends](#);
- NEH and National Science Foundation - [Fellowship Program for Documenting Endangered Languages \(DEL\)](#);
- Japan-United States Friendship Commission (JUSFC) - [Fellowships for Advanced Social Science Research on Japan](#); and
- Library of Congress (LOC) - [John W. Kluge Center Fellowships](#).

Applicants successful in more than one NEH-administered program in support of individual research (for example, Awards for Faculty, Fellowships, Summer Stipends) may accept only ONE award in the 2017 federal fiscal year (October 1, 2016-September 30, 2017).

NEH will not review late, incomplete, or ineligible applications.

## IV. Application and Submission Information

**Applications must be submitted on or before 11:59 P.M. (Eastern Time) on September 29, 2016.** All applicants must submit their proposals by means of an individual account at Grants.gov, the central federal government portal for all grant applications.

NEH suggests that you submit your application as early as possible, but not later than 5:00 p.m. Eastern Time on the day of the deadline. Applying early will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov).

## A. HOW TO PREPARE YOUR APPLICATION

Before beginning, applicants should review the evaluation criteria listed below in Section V and consult the Frequently Asked Question document and sample application narratives, which are available on the [program resource page](#).

Because of the large number of applications, the Summer Stipends staff is not able to read and comment on draft proposals. However, potential applicants may discuss with the staff specific concerns or questions that arise during the preparation of their proposals. Contact the NEH Division of Research Programs at 202-606-8200 or [stipends@neh.gov](mailto:stipends@neh.gov). Applicants who are deaf or hard of hearing can contact NEH via TDD at 1-866-372-2930.

Once an application has been submitted, the staff will not comment on it except with respect to issues of completeness and eligibility. All applications must be downloaded, completed, and submitted via Grants.gov.

Applications exceeding the page limits for the various components or violating the format instructions will not be reviewed.

Your application should include the parts listed below. No budget is required. Applicants are responsible for ensuring that all parts of the application, including letters of reference, have been properly submitted.

### 1. Narrative—Not to Exceed Three Single-Spaced Pages

Applicants should provide an intellectual justification for their projects, conveying the ideas, objectives, methods, and work plan. A simple statement of need or intent is insufficient. The narrative should not assume specialized knowledge and should be free of technical terms and jargon.

Applicants should format pages with one-inch margins and with a font size no smaller than eleven point. Single-spacing is permissible (and is the norm among successful applications).

In the course of writing a narrative, applicants should address the following areas:

- *Research and contribution*

Describe the intellectual significance of the proposed project, including its value to humanities scholars, general audiences, or both. Provide an overview of the

project, explaining the basic ideas, problems, or questions examined by the study. Explain how the project will complement, challenge, or expand relevant studies in the field.

- *Methods and work plan*

Describe your method(s) and clarify the part or stage of the project that will be supported by the Summer Stipend. Provide a work plan, describing what you will accomplish during the award period. Your work plan must be based on a full-time commitment to the project; part-time work is not allowed. If you do not anticipate finishing the entire project during the award period, discuss your plan for doing so.

For book projects, explain how the final project will be organized. If possible, provide a brief chapter outline. For digital projects, describe the technologies that will be used and developed, and explain how the scholarship will be presented to benefit audiences in the humanities.

Note that work plans should not be wholly dependent upon factors beyond an applicant's control. For example, an applicant should not request an award solely to respond to readers' reports on a book manuscript, if the applicant has not yet received those reports.

If you are requesting funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must conduct a due diligence search at the Data.gov [list of datasets](#) to discover whether the needed geospatial-related data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services in compliance with applicable proposed guidance posted at <http://www.fgdc.gov>.

- *Competencies, skills, and access*

Explain your competence in the area of your project. If the area of inquiry is new to you, explain your reasons for working in it and your qualifications to do so. Specify your level of competence in any language or digital technology needed for the study. Describe where the study will be conducted and what research materials will be used. If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources.

- *Final product and dissemination*

Describe the intended audience and the intended results of the project. If relevant, explain how the results will be disseminated and why these means are appropriate to the subject matter and audience. If the project has a website, please provide the URL.



If the final product will appear in a language other than English, explain how access and dissemination will be affected.

NEH expects grantees to provide broad access to all grant products, insofar as the conditions of the materials and intellectual property rights allow. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public.

NEH also expects that any materials produced in digital form as a result of its awards will be maintained so as to ensure their long-term availability. To that end, describe how the project's digital results, if any, will be maintained and supported beyond the period of the grant.

## **2. Bibliography—Not to Exceed One Single-Spaced Page**

The bibliography should consist of primary and secondary sources that relate directly to the project. Include works that pertain to both the project's substance and its theoretical or methodological approaches. Evaluators will use the bibliography to assess your knowledge of the subject area. Any standard format is acceptable.

## **3. Résumé—Not to Exceed Two Single-Spaced Pages**

Your résumé should provide the following:

- *Current and Past Positions.*
- *Education:* List degrees, dates awarded, and titles of theses or dissertations.
- *Awards and Honors:* Include dates. If you have received prior support from NEH, indicate the dates of these grants and the publications that resulted from them. When applicable, provide the dollar amount of any awards or fellowships that you received in the three years preceding the application deadline.
- *Publications:* Include full citations for publications and presentations.
- *Other Relevant Professional Activities and Accomplishments.*

## **4. Appendix—Only for Editions, Translations, or Database Projects, or for Proposals that Include Visual Materials**

- *Editions or Translations:* Provide a sample of the original text (one page) and the edited or translated version (one page).
- *Database Projects:* Provide a sample entry (one page).

- *Visual Materials:* Provide a sample (one page) in PDF format, not .jpg or other common graphic format.

Applications including any other appendices (such as a writing sample or a table of contents for a proposed book) may be declared ineligible.

## 5. Letters of Recommendation

In addition to preparing the narrative, bibliography, résumé, and (if necessary) appendix, applicants are also asked to solicit two letters of reference. Provide the names, e-mail addresses, and affiliations for your two reference letter writers on the NEH Supplemental Information for Individuals Form. Please supply only **one** e-mail address for each referee in the relevant field. (The form is explained below, in the instructions for Form III.) Approximately seven to ten days after the deadline, NEH will send requests to your letter writers, asking them to submit their letters online. Although all submitted letters will be added to an applicant's file, it is possible that evaluators will not take into account letters submitted after the October 20, 2016, deadline.

## B. HOW TO SUBMIT YOUR APPLICATION VIA GRANTS.GOV

All applicants for Summer Stipends must submit their proposals through [Grants.gov](https://apply07.grants.gov/apply/IndCPRegister), the central federal government portal for all grant applications. NEH does not accept applications by e-mail or fax. What follows is a step-by-step guide for submitting your application through Grants.gov.

### STEP 1: Register with Grants.gov

All applicants must register with Grants.gov as individuals and create a username and password.

**For new applicants only:** Applicants who have never registered as individual applicants at Grants.gov must go to <https://apply07.grants.gov/apply/IndCPRegister> and enter this Funding Opportunity Number:

**20160929-FT**

When you are completing the registration form, the Grants.gov system should automatically fill in the box for the DUNS number with a code such as INDV00000. Do not attempt to change this code (for example, by entering the DUNS number of your institution).

NEH strongly recommends that you complete your registration at least two weeks before the application deadline. Grants.gov has provided easy step-by-step instructions [here](#).

Applicants who have already registered at Grants.gov as individuals need not re-register with Grants.gov to submit their Summer Stipends proposals. We encourage you, however, to check your account before the deadline to confirm that it is still active and that your password has not expired.

Please be certain to use a Grants.gov individual account to submit your application. The Grants.gov system will not allow you to submit a Summer Stipends application through an institutional account.

If you have problems registering with Grants.gov, contact the Grants.gov help desk at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).

Applicants who lose their username and password can request a reminder at <https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1>.

### **STEP 2: Download the current version of the free Adobe Reader**

To fill out your application, you will need to download and install the latest version of the free Adobe Reader, which is available at no charge and is compatible with both PCs and Apple computers. Using older versions of Adobe Reader, or other readers such as Apple Preview, will prevent your application from being processed properly. To download the Adobe Reader or update the Reader already installed on your computer, go to [www.adobe.com](http://www.adobe.com). Click on “Acrobat Reader DC” at the lower right and then click on “Install Now.” Once installed, this software will allow you to view and fill out Grants.gov application packages for any federal agency.

### **STEP 3: Download the application package**

To submit your application, you will need to download the application package from the Grants.gov website. (Grants.gov recommends that you use the latest version of any of the following browsers: Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, and Apple Safari.) You can download the application package at any time. (You do not have to wait for your Grants.gov registration to be complete.) You can download the application package at the [program resource page](#).

Save the application package to your computer’s hard drive. Like any other file on your computer, the NEH Summer Stipends application can be selected, opened, and saved; you do not have to be online to work on it. You can save your work by clicking the “Save” button at the top of the screen.

### **STEP 4: Prepare the application forms**

The application package contains three forms that you must complete in order to submit your application:

1. **Form I: Application for Federal Domestic Assistance - Individual Form**—this Grants.gov form asks for basic information about the project and the applicant.
2. **Form II: Attachments Form**—this Grants.gov form allows you to attach the components of your application: the narrative, the bibliography, the résumé, and (if necessary) an appendix.
3. **Form III: NEH Supplemental Information for Individuals Form**—this NEH form asks for professional and institutional information about you and about your reference-letter writers.

**Form I: How to Fill Out the Application for Federal Domestic Assistance - Individual Form.**

In the “Application Filing Name” field that appears upon opening the application package, type your name.

Click on Application for Federal Domestic Assistance - Individual Form to open the form.

You may disregard items 1-4 on the form:

1. **Name of Federal Agency:** This will be filled in automatically.
2. **Catalog of Federal Domestic Assistance Number:** This will be filled in automatically.
3. **Date Received:** Please leave blank.
4. **Funding Opportunity Number:** This will be filled in automatically.

Provide the following information for items 5-7:

5. **Applicant Information** (includes the following sections):
  - a. “Name and Contact Information.” Provide your name, telephone number, **e-mail address**, and mailing address. **Note: You must include an e-mail address in the “Email” field, even though it is not highlighted as a required field. NEH will use this e-mail address to notify you of the outcome of your application.**
  - b. “Address.” Provide your mailing address. **Note:** Your ZIP code must include the four-digit extension, preceded by a hyphen. If you do not know your four-digit extension, use “-0000” (four zeros).
  - c. “Citizenship Status.” Indicate with an “X.”
  - d. “Congressional District of Applicant.” Enter the number (just the number, not the state) of your Congressional district. To find the number of your Congressional district, visit the House of Representatives website at <http://www.house.gov> and type your ZIP code into the “Find Your Representative” tool. If you do not have a Congressional district (that is, you are in a state or U.S. territory that does not have districts or you are in a foreign country), enter a “0” (zero). If you live in one district but your institution is in another, provide the number for the district in which you live.

**6. Project Information** (includes the following sections):

- a. “Project Title.” Enter this, even though the field is not highlighted. The title should be brief (not more than 125 characters), descriptive, and informative to a nonspecialist audience. Note that NEH reserves the right to change the titles of projects that receive awards.
- b. “Project Description.” Describe your project for a nonspecialist audience, stating the importance of the proposed work to larger issues in the humanities. This description will appear on your application cover sheet and will serve as a project abstract during the review process. **Do not exceed one thousand characters, including spaces.** If you exceed one thousand characters, including spaces, the Grants.gov validation software may reject your application or cut off your project description at the thousand-character limit.
- c. “Proposed Project.” Enter the starting and ending dates for your project. You must start your project on the first day of the month and end it on the last day of the month. You may change these dates if you receive an award.

**7. Signature: Click on the “I Agree” box.**

Click on the “Save” button at the top of the form to save your work and return to the main menu.

**Form II: How to Use the Attachments Form**

Using the same procedure you have used for Form I, open the form and upload the attachments listed below.

**The component parts of your application must be attached to the Attachments Form in Portable Document Format (PDF).** NEH cannot accept attachments in their original word processing, graphic, or spreadsheet formats. If you do not have access to software to convert your files into PDFs, [many available low-cost and free software packages](#) will do so.

When you open the Grants.gov Attachments Form, you will find fifteen attachment buttons, labeled “Attachment 1” through “Attachment 15.” By clicking on a button, you will be able to choose the file from your computer that you wish to attach. You must name and attach your files in the proper order, as listed below:

ATTACHMENT 1: To this button, attach your project **narrative**. Name the file “narrative.pdf”.

ATTACHMENT 2: To this button, attach your **bibliography**. Name the file “bibliography.pdf”.

**ATTACHMENT 3:** To this button, attach your **résumé**. Name the file “resume.pdf”.

**Note:** Do not use accent marks in the name of this file (“résumé.pdf”); doing so may cause an error in the processing of your application.

**ATTACHMENT 4:** To this button, attach your **appendix** (only if necessary). Allowable appendices include editing samples, translation samples, database samples, and visual materials. Name the file “appendix.pdf”.

**Note:** To ensure that NEH’s system does not reject your application after it has been retrieved from Grants.gov, check that your attachments meet the following requirements:

1. All attachments must be in PDF format.
2. Attachments must be in the specified order and must use the specified names.
3. Attachments must not exceed the specified length limitations.
4. No attachments other than those specified above may be included.

### **Form III: How to Fill Out the NEH Supplemental Information for Individuals Form**

Using the same procedure you have used for Forms I and II, open the form and provide the following information:

- **Field of Project:** Using the drop-down menu, indicate the field(s) of your project. You may select one, two, or three fields. If you select more than one, list the primary field first. Program staff will use this information as a means of assigning your application to an appropriate review panel.
- **Project Director Field of Study:** Using the drop-down menu, choose the field of study that best describes your area of expertise.
- **Address Information:** Please indicate whether the address that you have given on the Application for Federal Domestic Assistance - Individual form is your home or work address.
- **Institutional Affiliation:** If you are not affiliated with an institution of higher education, please click “No” and continue to the Status section. If you are affiliated with an institution of higher education, please complete the information for that institution. Applicants are strongly encouraged to include their institution’s DUNS number. (You must omit hyphens.) This number is generally provided by an institution’s sponsored research office and greatly improves efficiency when your application is being processed.

- **Status:** Indicate if you are a junior scholar or a senior scholar. Junior scholars are defined as those who are seven years or fewer beyond their final degree; senior scholars are defined as those who are eight years or more beyond their final degree.
- **Reference Letters:** Provide the names, e-mail addresses, and affiliations for your two recommenders. **Enter only one e-mail address for each recommender.** (Applicants are responsible for providing accurate e-mail addresses. The NEH system will use the addresses exactly as they have been entered on this form.)

To ensure full consideration, letters must be submitted online not later than **October 20, 2016**.

Late letters will be added to your file when they arrive, but it is possible that evaluators will not take them into account. If you find that you must change one or both of your referees after the application deadline, you may do so by contacting program staff.

About seven to ten days after the deadline, NEH will e-mail requests to the two recommenders, with instructions for submitting their letters online. Applicants are responsible for ensuring that their recommenders have received these requests and that the letters are properly submitted. (For additional information, see the “Checking the Status of Your Letters of Reference” section below.) Applicants are also responsible for providing referees with relevant materials (such as a draft of the application).

Letters of reference are more highly regarded if they address the specific proposed activity and the candidate’s ability to undertake it. Ideally, referees should come from different institutions.

Missing reference letters will not disqualify an application from review.

- **Nominating Official:** If applicable, provide the name, e-mail address, and affiliation for your nominating official. After the deadline, NEH will contact this person, requesting confirmation of your nomination status. Confirmation must be submitted online **not later than October 20, 2016**. In response to this submission, both the nominating official and the applicant will receive a confirmation via e-mail. NEH will declare ineligible all applicants who do not fit one of the exempt categories and do not have their nomination status confirmed.

### **STEP 5: Upload Your Application to Grants.gov**

When you have completed the Application for Federal Domestic Assistance - Individual Form and the NEH Supplemental Information for Individuals Form and attached the component parts of your application to the Attachments Form, follow these steps:

1. Save your work by clicking the “Save” button at the top of the application package.

2. Click the “Check Package for Errors” button to ensure that you have completed all the fields on the Application for Federal Domestic Assistance - Individual Form.
3. Correct any errors; if none are found, again click the “Save” button. This will activate the “Save and Submit” button.
4. To submit your application, click the “Save and Submit” button. Your computer will automatically connect to the Internet, and the Grants.gov Applicant Login page will appear. Supply your username and password (see STEP 1 above), and click the “Login” button.
5. A Security Warning pop-up box will appear. Click on “Allow.”
6. The Grants.gov Application Submission Verification and Signature page will appear. Click on the “Sign and Submit Application” button.
7. Another Security Warning pop-up box will appear. Click on “Allow.” Your application package will be uploaded to Grants.gov. When you receive e-mail confirmation of your submission from Grants.gov (generally, this occurs within two minutes), you may exit the program.

If you find that you need to make a change to your application after you have submitted it, you may do so any time before the application deadline. Simply submit the corrected version through Grants.gov. All submissions are time-stamped, and NEH will keep only your most recent one.

### **What to Expect after You Submit Your Application to Grants.gov**

**After you submit your application, Grants.gov will send you up to five e-mail messages confirming receipt of your application. These messages represent different stages in the application acceptance process. You should verify that you have received all of the following five confirmation messages. Please note that e-mail filters may send these messages to your spam or junk folder.**

**Message 1:** After you submit your application, Grants.gov will immediately assign the application a Grants.gov tracking number (a number like GRANT11791444). Grants.gov will send you an e-mail with this number. The subject line of the message will include the words “Grants.gov Submission Receipt.”

**Message 2:** At this point Grants.gov attempts to validate the application. If everything checks out, Grants.gov will send you a **second** e-mail confirming that it validated the application, and that it will send the application to NEH. The subject line of the message will include the words “Grants.gov Submission Validation Receipt for Application.” (This message—and all subsequent messages from Grants.gov—again includes the Grants.gov tracking number.) But if Grants.gov discovers a problem with the application (for example, the project description component of the Application for Federal Domestic Assistance exceeds the thousand-character limit, or a file name includes an unacceptable character such as a comma), then the attempt at validation fails;



Grants.gov accordingly rejects the application. Grants.gov would then send you a message, indicating that the application has been “rejected with errors,” and that you must resubmit. Once you correct the error and resubmit, the process starts all over again. (In other words, Grants.gov would then send you a new version of Message 1, including a new Grants.gov tracking number.) Note that NEH does not receive an application that Grants.gov rejects because it has errors.

**Message 3:** After Grants.gov has validated the application, NEH uploads the application. Grants.gov then sends you a **third** e-mail to that effect. The subject line of the message will include the words “Grants.gov Agency Retrieval Receipt for Application.” (The “agency” mentioned in the subject line is NEH, which Grants.gov also calls the “grantor agency.”)

**Message 4:** At this point, NEH assigns its own application number (different from the Grants.gov tracking number) to the application. (The NEH application number will begin with two capital letters, followed by a hyphen, followed by six numbers: for example, HD-123456.) NEH then informs Grants.gov of the application number that it has assigned. Grants.gov then sends you a **fourth** e-mail, providing the NEH application number (as well as, again, the Grants.gov tracking number). The subject line of the message will include the words “Grants.gov Agency Tracking Number Assignment for Application.” (What Grants.gov calls the “agency tracking number” is what NEH calls the application number.)

**Message 5:** Now that NEH has the application, it runs its own check to make sure that the application’s attachments are in proper PDF format. If everything is OK, NEH informs Grants.gov that it has accepted the application. Grants.gov then sends you a **fifth** e-mail, informing you that NEH has accepted the application. The subject line of the message will include the words “Grants.gov Agency Notes Assigned for Application.” (If NEH accepts the application, the “Agency Notes” are as follows: “Application accepted by agency.”) But if NEH rejects the application, NEH sends its own e-mail directly to you. In that case you will receive two e-mails, one from NEH and one from Grants.gov. The NEH e-mail will inform you of the problem with the application (for example, an attachment was not submitted as a PDF). It will also tell you that you need to correct the error and then to resubmit. In that case the e-mail that Grants.gov sends you will reiterate the fact that NEH rejected the application because of problems with the attachments. After you receive these e-mails you must resubmit the application and await receipt of the five messages explained here.

### **Additional Information**

Grants.gov normally sends these e-mail messages within twenty-four hours of the submission of an application. Delays can, however, occur when system usage is heavy. Each message includes your application’s Grants.gov tracking number, and the fourth and fifth messages also include the NEH application number. Keep these messages for your records.

If you receive a message (ordinarily, the second or the fifth message) indicating that your application has been rejected, read it carefully. It should explain what was wrong with your application, and what you must do to fix the problem. Once you fix the problem, you can resubmit the application (so long as you do so before the program’s application deadline).

If you submit an application and don’t receive all five of the e-mail messages, check your “spam” folder, which may contain one or more of them. If you still can’t find them, contact Grants.gov immediately to determine the status of your application, by calling 1-800-518-GRANTS (4726)

or sending an e-mail to [support@grants.gov](mailto:support@grants.gov). Include the Grants.gov tracking number in correspondence regarding the application. You can also use the Grants.gov [Track my Application](#) tool to check the status of your application.

**It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application, by verifying that you have received all five of the messages described here.**

### **Deadline**

**Applications for NEH Summer Stipends must be received by Grants.gov by 11:59 p.m. Eastern Time on September 29, 2016.** Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

### **Checking the Status of Your Letters of Reference**

You will be notified by e-mail when each of your letters of reference has been received. After you have received the Grants.gov Agency Tracking Number Assignment message, you may check the status of your letters of reference by logging in to [the secure area of NEH's website](#). Enter your NEH application number and your Grants.gov tracking number. You will be able to see the names and e-mail addresses of your letter writers and whether their letters of reference have arrived. If necessary, you may send reminders to your letter writers (including the upload link) from this site.

## **V. Application Review**

Evaluators are asked to apply the following criteria in assessing applications:

1. the intellectual significance of the proposed project, including its value to humanities scholars, general audiences, or both;
2. the quality or promise of quality of the applicant as an interpreter of the humanities;
3. the quality of the conception, definition, organization, and description of the project and the applicant's clarity of expression;
4. the feasibility of the proposed plan of work, including, when appropriate, the soundness of the dissemination and access plans; and
5. the likelihood that the applicant will complete the project.

Summer Stipends support projects at any stage of development.

## **Review and selection process**

All eligible applications receive peer review. Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

## **VI. Award Administration Information**

### **Award notices**

NEH will notify applicants of the results of their applications by e-mail in March 2017. NEH will send the notice to the e-mail address supplied in the application. All applicants may obtain the evaluations of their applications by sending an e-mail message to [stipends@neh.gov](mailto:stipends@neh.gov).

### **Award conditions**

Before submitting an application, applicants should review the [NEH Research Misconduct Policy](#).

The requirements for awards are contained in the [General Information on NEH Summer Stipends](#), and any specific terms and conditions contained in the award document.

### **Reporting requirements**

A final performance report will be due within ninety days after the award ending date. This report must be submitted electronically via [eGMS](#), NEH's online grant management system. Instructions on the information to be included in the final performance report are available in eGMS.

A final financial report is not required.

## **VII. Points of Contact**

If you have questions about the program, contact:

Division of Research  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, D.C. 20506  
202-606-8200  
[stipends@neh.gov](mailto:stipends@neh.gov)

If you need help using Grants.gov, refer to

Grants.gov: [www.grants.gov](http://www.grants.gov)

Grants.gov help desk: [support@grants.gov](mailto:support@grants.gov)

Grants.gov customer support tutorials and manuals:

<http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>

Grants.gov support line: 1-800-518-GRANTS (4726)

## VIII. Other Information

### Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

### Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at [guidelines@neh.gov](mailto:guidelines@neh.gov); the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

## APPLICATION CHECKLIST

- ☐ **Verify your registration or register with Grants.gov.** Complete at least two weeks before the deadline.
- ☐ **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. (Note that Grants.gov tells you to download the "application instruction" as well as the "application package." The "application instruction" is this document, so there's no need to download it.) You can also search Grants.gov for this program.

□ **Complete the following forms contained in the Grants.gov application package.**

1. Application for Federal Domestic Assistance – Individual Form
2. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Narrative (name the file “narrative.pdf”)

ATTACHMENT 2: Bibliography (name the file “bibliography.pdf”)

ATTACHMENT 3: Résumé (name the file “resume.pdf”)

ATTACHMENT 4: Appendix or appendices (only if necessary). Allowable appendices include editing samples, translation samples, database samples, and visual materials. Name the file “appendix.pdf”.

Note that if you do not use the file names indicated above, your application may be rejected. Do not use accents or other special characters in your file names.

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

3. NEH Supplementary Information for Individuals Form

□ **Upload your application to Grants.gov.** NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov).

□ **Confirm NEH’s receipt of your application.** You should receive five e-mail messages from Grants.gov, as explained under STEP 5 in Section IV B above.

□ **Monitor the status of your letters of recommendation.** You may do so by logging in to [the secure area of NEH’s website](#). All letters must be received no later than October 20, 2016. You are responsible for ensuring that your letter writers have uploaded their letters by the deadline.